



DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHEAST
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JACKSONVILLE, FLORIDA 32212-0102

CNRSEINST 1770.3
N02NP02
24 MAR 2005

COMMANDER, NAVY REGION SOUTHEAST INSTRUCTION 1770.3

Subj: CASUALTY ASSISTANCE CALLS PROGRAM (CACP) WITHIN THE
SOUTHEAST REGION

Ref: (a) DoD Directive 1300.18
(b) OPNAVINST 1770.1
(c) BUPERSINST 1770.3
(d) MILPERSMAN 1770
(e) Casualty Assistance Calls Officer (CACO) Handbook
NAVPERS 15607C
(f) COMNAVMEDCOMINST 5360.1
(g) NAVSUP P-490
(h) JFTR
(i) Navy Military Funerals, NAVPERS 15555D

Encl: (1) Listing of CACP Sub-Area Coordinators and Area of
Responsibility within the SE Zone
(2) CACP Information Report
(3) CACO Checklist
(4) CACO Data Collection

1. **Purpose.** To prescribe procedures and assign responsibilities for implementing the CACP within Commander, Navy Region Southeast (CNRSE) Area of Responsibility (AOR) per references (a) through (d).

2. **Cancellation.** CNRSEINST 1770.1B. This instruction cancels and replaces CNRSEINST 1770.1B and should be read in its entirety.

3. **Background.** The CACP was initiated by the Chief of Naval Personnel to provide personal notification and follow-on assistance to the Primary Next of Kin (PNOK) and Secondary Next of Kin (SNOK) of Navy personnel who become casualties while on Active Duty, Active Duty for Training, or Inactive Duty for Training. The program also provides for personal notification and assistance to former Navy Flag Officers and Department of the Navy civilians serving with or attached to U.S. Navy commands.

4. **Policy.** The CACP assists and guides the families of our Sailors upon whom tragic circumstances have fallen. Regardless of the circumstances of the casualty, response and assistance to

these families will be handled with priority and the utmost understanding and sensitivity. Commanders at all levels will respond to the program's intended spirit and guidelines to ensure that every reasonable effort is made to help these families.

5. **Scope**

a. Per references (b) and (c), CNRSE is the CACP Manager for the Southeast Region. The Southeast Region consists of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Guantanamo Bay, Cuba, Puerto Rico and the Virgin Islands.

b. While CNRSE retains responsibility for implementation of the CACP within the Southeast Region, sub-area coordinators listed in enclosure (1) have been established and assigned AOR.

c. Sub-area coordinators will appoint a CACP Coordinator to ensure trained and qualified CACOs are available and relevant directives are available and current. Training requirements are addressed in paragraph 13 of this instruction. Directives are available at www.npc.navy.mil/channels.

d. The CACP Coordinator will ensure the operation of an effective and efficient program, assign or reassign CACOs as directed by CNRSE, and ensure all required reports are forwarded in a timely manner. Required reports are addressed in paragraph 14 of this instruction.

e. Cell phones have been provided to many sub-area coordinators. These cell phones are for official use only. Cell phones should always be carried during CACO assignments in the event emergent communications are necessary.

6. **Procedures**

a. **General.** All commands within the Southeast Region will:

(1) Assign a sufficient number of personnel to perform the duties of a CACO. Per reference (d), all Navy activities must assign a CACO to assist the NOK of deceased service members when the NOK lives within the vicinity of the decedent's parent command. Assign one commissioned officer and a senior enlisted E-7 and above staff members with not less than two years of active duty experience as a minimum. Do not assign a chaplain or recruiter to serve as a CACO. Members in pay grade E-6 may be assigned CACO duty when more senior enlisted members are not available. Commanders are encouraged to select from their command those personnel who would best assist those NOK upon whom tragic circumstances have fallen.

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(2) Commands listed in enclosure (1) shall appoint a Primary and Alternate Command CACO Representative. These individuals will be the points of contact for CACO assignments when the NOK lives outside the vicinity of the decedent's parent command and within the southeast region. The Command CACO Representatives will ensure their command maintains qualified and trained CACOs at all times and will be responsible for maintaining assignment procedures. The CACP Information Report, enclosure (2), listing Command CACO Representatives with contact information for both working hours and after hours, will be forwarded to the CNRSE CACP Office upon receipt of this instruction, annually on 15 December and as changes occur.

(3) Use of CACO teams consisting of one experienced CACO and one CACO under instruction, if possible, to maintain continuity of experience.

(4) Immediately report all deaths, personnel in a missing or Duty Status Whereabouts Unknown (DUSTWUN) by telephone to the CNRSE CACP Office during working hours or the CNRSE Regional Operations Center (ROC) after hours. Telephone numbers are provided on page 4, paragraph 6.b.(6). CNRSE will be included on the personnel casualty report and any related message traffic, regardless of where the NOK resides.

(5) Ensure watchstanders are familiar with the notification requirements of the CACP to ensure timely action is taken when a CACO call or message is received.

b. Reporting the Casualty. References (c) through (e) contain the provisions of the CACP including definitions, requirements and procedures for initiating Personnel Casualty Reports (PCR) and making personal notification to PNOK and SNOK.

(1) Per reference (d), article 1770-030, a PCR will be submitted by either email, fax or immediate message within four hours of the confirmation of a casualty.

(2) The decedent's Commanding Officer is responsible for ensuring a PCR is sent in a timely manner. If a member becomes a casualty while away from his/her command, the command first learning of the casualty will submit a PCR with available information and request that the decedent's parent command submit a final PCR.

(3) Civilians working for the Department of the Navy who become a casualty will be reported by naval message by the activity first learning of the casualty.

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(4) The CNRSE CACP Office will be contacted immediately via telephone if a casualty occurs in or the PNOK or SNOK reside in the Southeast Region's zone. After normal working hours the CNRSE ROC will be contacted.

(5) The decedent's parent command is responsible for providing the casualty information needed for personal notification. This casualty information includes a copy of the service member's Record of Emergency Data (Page 2) and a copy of the Service Member's Group Life Insurance Election and Designation Form (SGLV-8286). Both documents will be faxed to the CNRSE CACP Office at (904) 542-0422 or DSN 942-0422 as soon as possible. After normal working hours, these documents will be faxed to the CNRSE ROC at (904) 542-0490 or DSN 942-0490.

(6) Below are the telephone numbers for the CACP Manager and CNRSE ROC:

CACP Manager	904-542-4106
Asst CACP Manager	904-542-4008
(0700-2030) Monday-Friday	DSN prefix 942
(1000-1830) Saturday-Sunday	
Fax	904-542-0422
CNRSE ROC	904-542-3118
(After hours) Sunday-Saturday	DSN prefix 942
Fax	904-542-0490

c. Assignment of the CACO. In the cases of death, missing or Duty Status Whereabouts Unknown (DUSTWUN), a CACO will be expeditiously assigned to make prompt notification and assist the PNOK and SNOK. CACOs will be assigned as follows:

(1) If the PNOK/SNOK resides in the immediate vicinity (approximately 50 miles) of the decedent's command, the Commanding Officer is responsible for assigning a CACO and effecting personal notification.

(2) When a ship or aviation unit is deployed at the time of the casualty or is deploying prior to completion of CACO duties, the Immediate Superior In Command will assign a CACO to assist the NOK residing in the local area of the deployed unit's homeport.

(3) If the PNOK/SNOK lives outside the vicinity of the decedent's command but within the southeast region, CNRSE will assign a CACO from the nearest Navy activity to the PNOK/SNOK.

(4) If the PNOK/SNOK resides outside the Southeast region, BUPERS or CNRSE will contact the region concerned and

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request a
CACO be assigned.

(5) In cases where a member stationed in another CACP zone becomes a casualty and the PNOK/SNOKs reside within the Southeast Region, CNRSE will assign the appropriate sub-area coordinator listed in enclosure (1) to provide a CACO.

d. Assignment of a Standby CACO. The assignment of a standby CACO is required by article 1-3c.(1) of reference (c) only when a member is placed on the very seriously ill/injured list and is in imminent danger of loss of life.

(1) Assignment of a standby CACO will occur only when directed by the COMNAVPERSCOM (Pers-621). The standby CACO will not contact the NOK unless directed by COMNAVPERSCOM or CNRSE.

(2) The standby CACO will be available 24 hours a day during this assignment. In the event of a death, the standby CACO will be contacted immediately to execute all CACO duties and responsibilities.

e. Assignment of a Courtesy CACO. A Courtesy CACO will be assigned as deemed necessary.

(1) To assist the NOK of individuals seriously or very seriously ill/injured within CONUS for whom medical authorities have stated that the presence of NOK is medically warranted. The CACO may assist the NOK with transportation from the airport to the hospital and/or filing a travel claim for reimbursement of bedside travel.

(2) To assist the NOK of individuals who are on the Temporary Disability Retirement List (TDRL) and die within 120 days of TDRL status. The Courtesy CACO will assist the NOK with applying for benefits.

(3) To make a one-time personal visit to the NOK to notify them of the death of a deserter (only if they have not been made aware through other means).

(4) When the NOK travels to distant locations to attend a funeral or a memorial service, a Courtesy CACO will be assigned to meet them upon arrival and to assist them in making lodging and transportation arrangements.

(5) To make a one-time personal notification of death to the PNOK of personnel working for the Military Sealift Command.

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f. Notification Procedures. When a Navy activity receives notification of the death, DUSTWUN or missing status of an active duty Navy member, CNRSE will be immediately contacted for specific guidance as appropriate.

(1) It is directed that the CACO immediately coordinate with local active duty or reserve chaplain's offices to arrange for a chaplain to accompany the CACO on the initial notification of the NOK. If a chaplain is not immediately available, notification will not be delayed and the CACO will arrange for another officer to accompany him/her. Although chaplains will not be assigned as a CACO, they are a valuable resource in comforting grieving families.

(2) Notification to both PNOK/SNOK will normally be made between the hours of 0600 and 2400. However, when the PNOK/SNOK may become aware of the death by other means, for example by news media, notification may be made at anytime with prior approval by CNRSE or COMNAVPERSCOM. Notification is to be made as fast as possible by the CACO.

(3) When delaying notification until 0600, the CACO will consider travel time and depart at a time of day that will permit arrival at the NOK's residence before the start of the normal workday.

(4) After personal notification is accomplished, the CACO will immediately notify CNRSE by telephone of the hour and date notification was completed. This telephone call will be followed up by a naval message or email to COMNAVPERSCOM, information to CNRSE and other appropriate commands. The message will advise of the official notification time/date, provide the name, rank/rate, duty station, mailing address, office and home phone numbers of the designated CACO and confirm the NOK's address. This message must be sent within 48 hours after notification is accomplished. Pertinent information contained in this message is used to send condolence letters and prepare a benefits package to be sent to the CACO at a later date.

(5) The CACO is not authorized to make notifications other than a face-to-face unless approved by the CNRSE CACP Manager or COMNAVPERSCOM.

(6) In the event the local police department or other agencies contact the NOK prior to official Navy notification, the CACO will still make personal contact with the NOK even if they may already be aware of the casualty. Official notification is not completed until a uniformed Navy representative has made face-to-face contact with the NOK.

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7. **Command Responsibilities**. References (c) and (d) provide administrative guidance to commands suffering a personnel casualty. Many actions must be accomplished and speed is essential in communicating this information to the NOK. The parent command is responsible for the following administrative actions:

a. Death, DUSTWUN and Missing Cases

(1) Notify CNRSE immediately. The CNRSE CACP Office will be contacted immediately via telephone if a casualty occurs or the PNOK or SNOK resides within the southeastern zone. After normal working hours the Regional Operations Center (ROC) will be contacted.

CACP Manager	904-542-4106
ASST CACP Manager	904-542-4008
(0700-2030) Monday-Friday	DSN prefix 942
(1000-1830) Saturday-Sunday	
FAX	904-542-0422
CNRSE ROC	904-542-3118
(After hours) Sunday-Saturday	DSN prefix 942
FAX	904-542-0490

The decedent's parent command is responsible for providing the casualty information needed for personal notification. This casualty information includes a copy of the service member's Record of Emergency Data (Page 2) and a copy of the Service Member's Group Life Insurance Election and Designation Form (SGLV-8286). Both documents will be faxed to the CNRSE CACP Office at 904-542-0422 or DSN 942-0422 as soon as possible. After normal working hours, these documents will be faxed to the CNRSE ROC at 904-542-0490 or DSN 942-0490.

(2) Reporting the Casualty. References (c) through (e) contain the provisions of the CACP including definitions, requirements and procedures for initiating Personnel Casualty Reports (PCR), and making personal notification to PNOK and SNOK.

(a) Per reference (d), article 1770-030 a PCR will be submitted by either email, fax or immediate message within four hours after the confirmation of a casualty.

(b) The decedent's Commanding Officer is responsible for ensuring a PCR is sent in a timely manner. If a member becomes a casualty while away from his/her command, the command first learning of the casualty will submit a PCR with available information and request that the decedent's parent command submit a final PCR.

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(c) Fax PCR to the CNRSE CACP Office at 904-542-0422 or DSN 942-0422 as soon as possible. After normal working hours, PCR will be faxed to the CNRSE ROC at 904-542-0490 or DSN 942-0490.

(3) Assignment of the CACO

(a) If the PNOK/SNOK resides in the immediate vicinity (approximately 50 miles) of the decedent's command, the Commanding Officer is responsible for assigning a CACO and effecting personal notification.

(b) When a ship or aviation unit is deployed at the time of the casualty or is deploying prior to completion of CACO duties, and the PNOK/SNOK resides in the immediate vicinity of the decedent's commands homeport, the Immediate Superior In Command will assign a CACO to assist the NOK residing in the local area of the deployed unit's homeport.

(c) If the PNOK/SNOK lives outside the vicinity of the decedent's command, but within the southeast region, CNRSE will assign a CACO from the nearest Navy activity to the PNOK/SNOK.

(d) If the PNOK/SNOK resides outside the southeast region, BUPERS or CNRSE will contact the region concerned and request a CACO be assigned.

(4) Commanding Officer's communication with the Next of Kin. Reference (d), article 1770-040 requires:

(a) Once notification of the PNOK has been made by the CACO, the deceased member's Commanding Officer must either personally telephone or visit the PNOK.

(b) The Commanding Officer must write a letter of condolence to the next of kin with 48 hours of an active duty service member's death.

(5) Mortuary Affairs. Reference (f) governs mortuary requirements and requires commands of deceased members to provide the following:

(a) Burial Uniform. The parent command of the deceased is required to provide an inspection-ready Service Dress Blue uniform to the Decedent Affairs Office or mortuary that is performing the primary care. Reference (f) contains accounting data to purchase a uniform when one is not available. Burial in clothing other than the Service Dress Blue uniform is authorized if requested, in writing, by the PNOK.

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(b) Escort of remains. Escorts will be provided for the remains or cremated remains of all casualties occurring in CONUS. Only one escort is authorized using Care of the Dead Program funding; however, more than one escort may be assigned if the decedent's command provides funding. A special escort specifically requested by the PNOK is authorized. The responsibility for furnishing escorts rests with the decedent's command. Commands who are deployed or whose deployment is imminent will contact the military hospital Decedent Affairs Office making arrangements for shipment of the remains to arrange for an escort.

(6) Personal Effects/Household Goods (PEREFF/HHG)

a. Per reference (c), arrangements for shipment of PEREFF/HHG will be completed within two weeks of the date of death. Commanding Officers and/or Installation Commanders are responsible for the collection, inventory, selection of an inventory board, and security of personal effects. Detailed instructions are contained in reference (g).

b. All PEREFF/HHG will be appropriately inventoried and a copy of the NAVSUP 29 (Inventory Sheet) faxed to the CNRSE Program Office and NAVPERSCOM 621 upon completion.

c. The legal recipient of PERSEFF/HG is determined by U.S. Code, Title 38, Section 8501 or state law. NAVPERSCOM 621 is responsible for determining the NOK, heir or the legal representative entitled to receive PEREFF/HG. Commands responsible for distributing PEREFF/HG will maintain close liaison with NAVPERSCOM 621 to ensure correct disposition of PEREFF/HG are met. Command representative should not directly mail or arrange for delivery of personal effects without going through the CACO assigned to the NOK/legal recipient at destination.

d. The command responsible for conducting an inventory of PEREFF/HHG will send a message to COMNAVPERSCOM indicating when the PEREFF/HHG will be shipped, where it will be sent, the estimated time of arrival, and the bill of lading numbers for each shipment.

(7) Investigations

(a) Line of Duty (LOD) Investigations. JAGMAN 0220 establishes policy, procedures and responsibilities for making line of duty determinations when an active duty service member of the U.S. Navy dies. LOD determinations are required in all active duty death cases in order to make decisions concerning eligibility and annuity calculations under the Uniform Services

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Survivor Benefit Program. Public Law 107-107 authorized the payment of SBP benefits to a qualified survivor when an active duty service member dies in the line of duty regardless of whether the service member was retirement eligible at the time of death.

(b) Death Investigations. An investigation into the circumstance surrounding the death of a member of the naval service or into the death of a civilian aboard a place under naval control may be required and is governed by the JAGMAN. Article 0234 sets forth procedures to determine when investigations of death cases are required. NOK may request a copy of the death investigation under the Freedom of Information Act (FOIA). A sample letter of request is appendix K of reference (c). Request will be directed to the officer who exercises general court-martial convening authority over the convening authority.

(c) Naval Criminal Investigative Service (NCIS) Notification and Investigations. NCIS must be notified per SECNAVINST 5520.3, of any death occurring on a Navy vessel or aircraft or installation (except when the cause of death is medical attributable to disease or natural causes). NCIS conducts criminal investigations on suicides, homicides and other unnatural deaths. NOK may request copies of investigations under FOIA. A sample letter of request is appendix M of reference (c).

(d) Aircraft Mishap Investigation Reports. Aircraft accidents resulting in death or injury are reported per OPNAVINST 3750.6 series. A copy of the releasable portions of the aircraft mishap report may be request under FOIA. A sample letter of request is appendix L of reference (c).

(8) Service, Medical and Dental Records. Records will be mailed to NPC within three business days. For suspected suicides: Retain records until contacted by NAVPERSCOM's Suicide Prevention Program Officer (Pers 601-B) for additional information. If you need to keep any records for an investigation, make a copy and send NAVPERSCOM the original.

(9) Mail. Per article 1770-200, reference (d), mail received after the service member's death is returned to sender with a short letter informing the sender of the service member's death. Mailed addressed to members who are missing, captured, or interned will be forwarded to NAVPERSCOM (Pers 621).

b. Serious or Very Serious Illness/Injury

(1) Notify CNRSE immediately. The CNRSE CACP Office will be contacted immediately via telephone if a casualty occurs or

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the PNOK or SNOK resides within the southeastern zone. After normal working hours the ROC will be contacted.

CACP Manager	904-542-4106
ASST CACP Manager	904-542-4008
(0700-2030) Monday-Friday	DSN prefix 942
(1000-1830) Saturday-Sunday	
FAX	904-542-0422
 CNRSE ROC	 904-542-3118
(After hours) Sunday-Saturday	DSN prefix 942
FAX	904-542-0490

(2) Reporting the Casualty

(a) Serious/Very Serious Injury/Illness. Per reference (d), article 1770-080, a PCR will be submitted by immediate message within four hours after the confirmation of a casualty by the receiving Armed Forces Medical Command or the member's duty station if admitted to a civilian hospital.

(b) Fax PCR to the CNRSE CACP Office at 904-542-0422 or DSN 942-0422 as soon as possible. After normal working hours, PCR will be faxed to the CNRSE ROC at 904-542-0490 or DSN 942-0490.

(3) Notification of NOK

(a) Per article 1770-070 of reference (d), the NOK shall be notified by the most appropriate rapid means of communications available. Normally notification is made telephonically.

(b) If the member is hospitalized in CONUS, in a Non-Navy Hospital, the naval command holding the member's service record will notify the next of kin.

(c) If the member is hospitalized in a Navy hospital in CONUS the commanding officer of that facility will notify the NOK.

(d) If the member is hospitalized overseas in a Non-Navy Hospital the naval command holding the member's service record will notify the NOK. If unable to make notification, contact NAVPERSCOM at 1-800-386-3202 for assistance.

(4) Bedside Travel

(a) Article U5246 of reference (h) authorizes funded round-trip transportation and per diem for three family

members to visit a seriously ill or injured active duty member, hospitalized in or outside the United States. In extenuating circumstances, NAVPERSCOM (Pers-621) may authorize more than three family members transportation and per diem. Such transportation is authorized when the attending physician and the military medical facility exercising military control over the member determine in writing that the presence of family members is medically necessary for the health and welfare of the member concerned. Eligible travelers are spouse, children, siblings or parents.

(b) When NAVPERSCOM (Pers-621) is advised that presence of next of kin is medically warranted, the eligible traveler(s) will be contacted via telephone, issued travel orders and advised that arrangements have been made for their transportation.

(c) Per Diem is payable in connection with such travel. Reimbursement of expenses listed in paragraphs U1410-A and U1410-C is authorized in connection with this travel.

(5) Assignment of a CACO. A courtesy CACO may be assigned for individuals seriously or very seriously ill/injured for whom medical authorities have stated that the presence of NOK is medically warranted. The CACO may assist by meeting the traveler's flight(s), transport them to the member's bedside, arrange lodging/hotel accommodations, provide assistance while they are visiting the member and filing a travel claim for reimbursement of bedside travel.

8. **CACO Responsibilities.** References (c), (d) and (e) are the principal sources of information and guides for the CACO in fulfilling their responsibilities. The CACO will institute a follow-through and report-back process for assigned tasks and open a case file to keep track of reports, documentation and other information related to the casualty. Enclosure (3) is a checklist covering CACO duties and may be utilized to track the required assistance rendered to the NOK. CACO must have a firm grasp of all situations pertaining to the assigned case and ensure complete control of the Casualty Case File at all times. The CACO must be thoroughly knowledgeable of the notification process, burial and/or funeral arrangements and have a working knowledge to assist with survivor benefits claims. Specifically, CACOs will be responsible for the following:

a. Thoroughly familiarize themselves with and perform their duties in accordance with references (c), (d) and (e).

b. On the initial notification visit, the CACO notification team will wear the Service Dress uniform of the season. Officers

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and Chief Petty Officers may wear the Summer White uniform vice Service Dress Whites. Working uniforms will not be worn.

c. Once assigned as a CACO, it becomes the individual's primary duty until the case is completed and assistance is no longer required. Due to the high concentration of various tasks, the volume of work involved, and the sensitive nature of this assignment, commands are encouraged to relieve the assigned CACO from watchbills for the period necessary to complete the case.

d. A notification message or email will be submitted by the CACO after notification has been completed. The notification message will be submitted within 48 hours of the notification of NOK. The notification message will include the CACO's complete name/rate/rank and command mailing address and contact information both during and after normal working hours and confirm the NOK's address. It is critical that this message be submitted since information contained will be used by other commands to send condolence letters and to prepare benefits package to be mailed to the CACO.

e. The CACO will maintain close liaison and communication with the CNRSE CACP office and between all CACOs involved in a single case. The CACO will report any dissatisfaction from the NOK to the CNRSE CACP office immediately.

f. In those cases where the NOK are moving prior to the completion of all phases of the CACP, the CACO should contact CNRSE to arrange for the assignment of a follow-on CACO in the new area of residence. Once a replacement CACO has been activated, the CACO being relieved will inform the NOK and provide them with the contact numbers for their new CACO. The CACO will ensure the newly assigned CACO has received an appropriate turnover by telephonically relaying all pertinent information prior to being relieved as the assigned CACO.

9. Decedent Affairs

a. The Navy's Decedent Affairs Program provides for identification, preparation and transportation of the remains of active duty members and other eligible personnel. References (c), (f) and (i) provide information to assist the CACO in the areas of decedent affairs and military funerals.

b. The Military Medical Support Office (MMSO), Great Lakes, IL has worldwide central command and control of all Decedent Affairs cases, processes all Decedent Affairs Program claims, and negotiates one-time contracts for primary care of remains in accordance with reference (f) when necessary. MMSO is required to be an information addressee on all casualty report messages.

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Telephone numbers are: DSN 792-3950/42, Commercial (708) 688-3950/42, Duty Office DSN 792-3925, Commercial (708) 688-3925.

c. Decedent Affairs Offices located at Naval hospitals are responsible for arranging the services listed in reference (f), when a death occurs in their local AOR. The local Decedent Affairs Officer (DAO) should be contacted by a command suffering a casualty for specific guidance.

d. An autopsy will be conducted on all active duty deaths. The county medical examiner or an active duty military forensic pathologist must perform the autopsy. County medical examiners/coroners do not have jurisdiction on board naval installations. When an active duty person dies on board a naval installation, including ships, the Regional Navy Medical Examiner must be contacted to arrange an autopsy in accordance with reference (f). Currently, the Regional Medical Examiner for the southeastern zone of the United States is at the Office of the Armed Forces Medical Examiner in Rockville, Maryland. The duty pathologist at the nearest Military Treatment Facility will accept medical jurisdiction, and contact the Regional Medical Examiner.

e. Upon completion of the autopsy, the remains are transported to a local civilian mortuary for primary care. Primary care includes preparation, required supplies and services for preservation, clothing and casketing or cremation of the decedent. Primary care within the continental United States is obtained through one of the following:

(1) Annual or one-time contracts awarded to funeral directors servicing specified areas.

(2) In an outlying or rural area where a government contract is not available, one-time contracts will be negotiated by the MMSO. The contract must be approved and signed prior to the remains being transported to the funeral home for preparation. Only the MMSO is authorized to enter into contracts for funeral home/mortuary services.

(3) The PNOK is not required to accept a government contract; however, reimbursement for private arrangements is limited by reference (f). Generally, it is financially in the best interest of the PNOK to allow primary care to be performed by a mortuary under an annual or one-time government contract.

f. Chapter 6 of reference (f) contains procedures for obtaining primary care for active duty members who die outside of the United States.

g. The parent command of the deceased is required to provide

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an inspection-ready Service Dress Blue uniform to the DAO or mortuary that is performing the primary care. Reference (f) contains accounting data to purchase a uniform when one is not available. Burial in clothing other than the Service Dress Blue uniform is authorized if requested, in writing, by the PNOK.

h. Viewing of remains by NOK may take place at the funeral home when the primary care has been completed. Viewing at a naval hospital or coroner's morgue is normally not permitted.

i. In the event of organ/tissue donation, the Medical Facility where the deceased member is currently admitted will follow their guidelines in requesting and procuring organs. These organizations may contact the NOK of deceased active duty personnel who are potential donors, but only after the NOK has been personally notified of the death by the CACO in cases where PNOK is not present at time of death. CACOs will not discuss tissue/organ donation with family members. If family should raise the issue, the CACO will refer them to the Procurement Team Coordinator at the facility of admission.

j. In accordance with reference (f), escorts will be provided for the remains or cremated remains of all casualties occurring in CONUS. Only one escort is authorized using Care of the Dead Program funding; however, more than one escort may be assigned if the decedent's command provides funding. A special escort specifically requested by the PNOK is authorized. The responsibility for furnishing escorts rests with the decedent's command. Commands who are deployed or whose deployment is imminent will contact the military hospital Decedent Affairs Office making arrangements for shipment of the remains to arrange for an escort.

k. Secondary care of the remains includes expenses incurred in connection with the funeral and burial of remains or cremated remains, including but not limited to those incurred for local transportation of relatives to the cemetery, single gravesite, vault, funeral director's services, clergy services, opening and closing grave, floral tributes and obituary notices. The PNOK may submit a DD Form 1375 (Request for Reimbursement of Expenditures for Payment of Funeral and/or Interment Expenses) provided to them by the Decedent Affairs Office to the MMSO. If the PNOK resides out of the area, the escort may deliver the DD Form 1375 to them. The maximum allowance amounts are contained in reference (f).

l. Funeral Travel. Survivors of active duty members are authorized travel and per diem to and from the place of burial. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a

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deceased member who dies while on active or inactive duty. Per diem is payable for the time necessary to travel to the location concerned, plus maximum of two days at that location, and the time necessary for return travel from that location. Eligibility includes the surviving spouse, unmarried children under the age of 21 or 23 if a student, disabled children and parents of the deceased member.

m. Funeral Honors. Per reference (i), all active duty personnel who die on active duty are entitled to full military honors. Full military honors consist of a seven person rifle team, 6 pallbearers, bugler, team leader and chaplain, if requested. The CACO shall coordinate the request for military honors with the CNRSE Casualty Coordinator.

10. Benefits

a. Within 5 to 10 working days, COMNAVPERSCOM will send a benefits package with claim forms and applications to the CACO to assist the NOK in applying for Navy, Veteran Administration and Social Security benefits.

b. The benefits visit is extremely important to the future of the NOK, and the assistance rendered by the CACO must be carried out in a professional manner. When there is any doubt, the CACO shall solicit the advice of experts in the area and take advantage of the experience that the CNRSE CACP Manager and the COMNAVPERSCOM Case Manager have acquired through the handling of many diverse casualty cases.

11. Personal Effects/Household Goods (PEREFF/HHG)

a. The legal recipient of PERSEFF/HG is determined by U.S. Code, Title 38, Section 8501 or state law. NAVPERSCOM 621 is responsible for determining the NOK, heir or the legal representative entitled to receive PEREFF/HG.

b. Command responsibilities are covered on page 9, paragraph 7(a)(6) of this instruction.

c. CACO responsibilities:

(1) Keep NOK appraised of delivery status of PEREFF/HHG. NAVPERSCOM (Pers 621) will task the casualty command via message to ship the personal effects within two weeks of the casualty date.

(2) Shall communicate with the command representative as to inventory, shipment, storage, and/or delivery of PEREFF/HHG.

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(3) Act as agent for the NOK and initiate the delivery of the personal property to the NOK/legal recipient via the personal property shipping office.

12. Travel Expenses, Claims and Funding

a. Government transportation will be utilized when available. Per reference (b), CNRSE will reimburse the CACO for official expenses incurred during their assignment.

b. For local travel, the CACO will submit a Standard Form 1164 within 15 days of completing all official travel to CNRSE (Code N02NP03) and include on the Standard Form 1164, the statement "Travel performed in connection with the CACP in the case of (Name of deceased)." Reimbursement expenses include mileage, toll fees and telephone calls made from non-government telephones.

c. Toll or long distance telephone calls from personal telephones in connection with the CACO assignment will include a copy of the telephone statement with the SF 1164.

d. A CACO whose assignment involves travel requiring a round trip of more than 12 hours will contact the CNRSE CACP Manager for authorization and accounting data prior to commencing the travel. Temporary Assigned Duty (TAD) orders must be issued in order to claim expenses for meals.

13. CACO Training

a. Personnel assigned CACO duties must be trained prior to the assignment of CACO duties. Personnel will attend the one-day CACO training class prior to being assigned CACO duty. Commands are responsible for ensuring that individuals designated as CACOs are familiar with their duties, responsibilities and their role as the Secretary of the Navy's representative. Trained CACOs are encouraged to attend refresher training every three years.

b. The CNRSE CACO Program Manager conducts monthly training in the Jacksonville area and travels throughout the Southeast Region to provide training to commands that cannot attend training in Jacksonville, Florida. Commands may contact CNRSE CACP Office at DSN 942-4106, commercial (904) 542-4106 for quotas or additional information.

14. Casualty Assistance Calls Program Reports

a. Casualty Assistance Calls Program Report (NAVPERS 1770/7). The designated CACO will prepare an initial CACP Report in accordance with reference (c) and submit it to Navy Personnel

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Command (PERS-62) via CNRSE (Code N02NP03) when the NOK has applied for all benefits. Interim reports are required every 30 days until all benefits are received and then a final report shall be submitted. The report retention period is two years.

b. CACP Information Report. This report provides information required for the management of the CACP within the Southeast Region. This report will be forwarded annually by activities in the format of enclosure (2) no later than 15 December annually.

c. Casualty Assistance Calls Officer Data Collection. All assigned CACOs must prepare and submit enclosure (4) upon completion of their case.



A. E. BROWN

Distribution: (SNDL Parts I & II)
All Naval Activities Southeast Region

Copy to:
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COMNAVREG Southwest San Diego CA
COMNAVDIST Washington DC

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CASUALTY ASSISTANCE CALLS OFFICER
SUB-AREA COORDINATORSALABAMANMCRC BESSEMER
NROTCU UNIV OF AUBURN

NMCRC MOBILE

NRC TUSCALOOSA

FLORIDANOTU CAPE CANAVERAL
NAS KEY WEST
NAWCTSD ORLANDO
NRC ST. PETERSBURG
NMCRC WEST PALM BEACHNROTCU FLORIDA A&M
NAVSTA MAYPORT
NSA PANAMA CITY
NRC TAMPANAS JACKSONVILLE
NMCRC MIAMI
NAS PENSACOLA
NROTCU UNIV OF FLORIDAGEORGIANAS ATLANTA
BRMEDCLINIC ALBANY
NROTCU SAVANNAH STATENAVSCSCOL ATHENS
NRC COLUMBUSNMCRC AUGUSTA
SUBASE KINGS BAYKENTUCKY

NRC LEXINGTON

NRC LOUISVILLE

MISSISSIPPICBC GULFPORT
NROTCU UNIV OF MS

NAS MERIDIAN

NAVSTA PASCAGOULA

NORTH CAROLINANRC ASHEVILLE
NMCRC CHARLOTTE
NMCRC RALEIGHNAVHOSP CAMP LEJEUNE
NROTCU NC PIEDMONT REGION
NRC WILMINGTONNAVHOSP CHERRY POINT
NMCRC GREENSBOROSOUTH CAROLINANAVHOSP BEAUFORT
NMCRC COLUMBIANAVHOSP CHARLESTON
NMCRC GREENVILLEWPNSTA CHARLESTON
NROTCU UNIV OF SCTENNESSEENMCRC CHATTANOOGA
NRC NASHVILLE

NMCRC KNOXVILLE

NSA MID-SOUTH

CUBA

NAVSTA GUANTANAMO BAY

PUERTO RICONAVACT ROOSEVELT ROADS/
NRC ROOSEVELT ROADS

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AREAS OF RESPONSIBILITY FOR CACO

ALABAMA

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
AUTAUGA	NMCRC BESSEMER	HOUSTON	NSA PANAMA CITY FL
BALDWIN	NMCRC MOBILE	JACKSON	NMCRC CHATTANOOGA TN
BARBOUR	NRC COLUMBUS GA	JEFFERSON	NMCRC BESSEMER
BIBB	NRC TUSCALOOSA	LAMAR	NRC TUSCALOOSA
BLOUNT	NMCRC BESSEMER	LAUDERDALE	NRC NASHVILLE TN
BULLOCK	NROTCU AUBURN	LAWRENCE	NRC TUSCALOOSA
BUTLER	NAS PENSACOLA FL	LEE	NROTCU AUBURN
CALHOUN	NMCRC BESSEMER	LIMESTONE	NRC NASHVILLE TN
CHAMBERS	NROTCU AUBURN	LOWNDES	NMCRC BESSEMER
CHEROKEE	NAS ATLANTA GA	MACON	NROTCU AUBURN
CHILTON	NMCRC BESSEMER	MADISON	NRC NASHVILLE TN
CHOCTAW	NAS MERIDAN MS	MARENGO	NAS MERIDAN MS
CLARKE	NMCRC MOBILE	MARION	NRC TUSCALOOSA
CLAY	NROTCU AUBURN	MARSHALL	NMCRC BESSEMER
CLEBURNE	NAS ATLANTA GA	MOBILE	NMCRC MOBILE
COFFEE	NSA PANAMA CITY FL	MONROE	NMCRC MOBILE
COLBERT	NRC NASHVILLE TN	MONTGOMERY	NROTCU AUBURN
CONECUH	NAS PENSACOLA FL	MORGAN	NMCRC BESSEMER
COOSA	NMCRC BESSEMER	PERRY	NRC TUSCALOOSA
COVINGTON	NAS PENSACOLA FL	PICKENS	NRC TUSCALOOSA
CRENSHAW	NAS PENSACOLA FL	PIKE	NROTCU AUBURN
CULLMAN	NMCRC BESSEMER	RANDOLPH	NAS ATLANTA GA
DALE	NSA PANAMA CITY FL	RUSSELL	NRC COLUMBUS GA
DALLAS	NRC TUSCALOOSA	ST. CLAIR	NMCRC BESSEMER
DE KALB	NMCRC CHATTANOOGA TN	SHELBY	NMCRC BESSEMER
ELMORE	NROTCU AUBURN AL	SUMTER	NAS MERIDAN MS
ESCAMBIA	NAS PENSACOLA FL	TALLADEGA	NMCRC BESSEMER
ETOWAH	NMCRC BESSEMER	TALLAPOOSA	NROTCU AUBURN
FAYETTE	NRC TUSCALOOSA	TUSCALOOSA	NRC TUSCALOOSA
FRANKLIN	NRC TUSCALOOSA	WALKER	NRC TUSCALOOSA
GENEVA	NSA PANAMA CITY FL	WASHINGTON	NMCRC MOBILE
GREENE	NRC TUSCALOOSA	WILCOX	NAS MERIDAN MS
HALE	NRC TUSCALOOSA	WINSTON	NRC TUSCALOOSA
HENRY	NSA PANAMA CITY FL		

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AREAS OF RESPONSIBILITY FOR CACO

FLORIDA

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
ALACHUA	NROTCU UNIV OF FLORIDA	LAFAYETTE	NROTCU UNIV OF FLORIDA
BAKER	NAS JACKSONVILLE	LAKE	NAWCTSD ORLANDO
BAY	NSA PANAMA CITY	LEE	NRC ST. PETERSBURG
BRADFORD	NAS JACKSONVILLE	LEON	NROTCU FLORIDA A&M
BREVARD	NOTU CAPE CANAVERAL	LEVY	NROTCU UNIV OF FLORIDA
BROWARD	NMCRC MIAMI	LIBERTY	NROTCU FLORIDA A&M
CALHOUN	NSA PANAMA CITY	MADISON	NROTCU FLORIDA A&M
CHARLOTTE	NRC ST. PETERSBURG	MANATEE	NRC ST. PETERSBURG
CITRUS	NRC ST. PETERSBURG	MARION	NROTCU UNIV OF FLORIDA
CLAY	NAS JACKSONVILLE	MARTIN	NRC WEST PALM BEACH
COLLIER	NMCRC MIAMI	MONROE	NMCRC MIAMI ²
COLUMBIA	NAS JACKSONVILLE	NASSAU	NAVSTA MAYPORT
DADE	NMCRC MIAMI	OKALOOSA	NAS PENSACOLA
DE SOTO	NRC TAMPA	OKEECHOBEE	NRC WEST PALM BEACH
DIXIE	NROTCU UNIV OF FLORIDA ¹	ORANGE	NAWCTSD ORLANDO
DUVAL		OSCEOLA	NAWCTSD ORLANDO
ESCAMBIA	NAS PENSACOLA	PALM BEACH	NRC WEST PALM BEACH
FLAGLER	NAVSTA MAYPORT	PASCO	NRC ST. PETERSBURG
FRANKLIN	NROTCU FLORIDA A&M	PINELLAS	NRC ST. PETERSBURG
GADSDEN	NROTCU FLORIDA A&M	POLK	NRC TAMPA
GILCHRIST	NROTCU UNIV OF FLORIDA	PUTNAM	NAS JACKSONVILLE
GLADES	NRC WEST PALM BEACH	ST. JOHNS	NAVSTA MAYPORT
GULF	NAVCOASTSY PANAMA CITY	ST. LUCIE	NRC WEST PALM BEACH
HAMILTON	NAS JACKSONVILLE	SANTA ROSA	NAS PENSACOLA
HARDEE	NRC TAMPA	SARASOTA	NRC ST. PETERSBURG
HENDRY	NRC WEST PALM BEACH	SEMINOLE	NAWCTSD ORLANDO
HERNANDO	NRC ST. PETERSBURG	SUMTER	NAWCTSD ORLANDO
HIGHLANDS	NRC TAMPA	SUWANNEE	NAS JACKSONVILLE
HILLSBOROUGH	NRC TAMPA	TAYLOR	NROTCU FLORIDA A&M
HOLMES	NSA PANAMA CITY	UNION	NAS JACKSONVILLE
INDIAN RIVER	NOTU CAPE CANAVERAL	VOLUSIA	NOTU CAPE CANAVERAL
JACKSON	NSA PANAMA CITY	WAKULLA	NROTCU FLORIDA A&M
JEFFERSON	NROTCU FLORIDA A&M	WALTON	NAS PENSACOLA
		WASHINGTON	NSA PANAMA CITY

¹ CACO RESPONSIBILITIES ARE DIVIDED BETWEEN NAVSTA MAYPORT AND NAS JACKSONVILLE. THE NEAREST ACTIVITY WILL BE ASSIGNED.

² NAS KEY WEST WILL PERFORM CACO THROUGHOUT THE FLORIDA KEYS

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AREAS OF RESPONSIBILITY FOR CACO

GEORGIA

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
APPLING	NROTCU SAVANNAH STATE	DODGE	BRMEDCLINIC ALBANY
ATKINSON	BRMEDCLINIC ALBANY	DOOLY	BRMEDCLINIC ALBANY
BACON	SUBASE KINGS BAY	DOUGHERTY	BRMEDCLINIC ALBANY
BAKER	BRMEDCLINIC ALBANY	DOUGLAS	NAS ATLANTA
BALDWIN	NMCRC AUGUSTA	EARLY	BRMEDCLINIC ALBANY
BANKS	NAVSCSCOL ATHENS	ECHOLS	SUBASE KINGS BAY
BARROW	NAVSCSCOL ATHENS	EFFINGHAM	NAVHOSP BEAUFORT SC
BARTOW	NAS ATLANTA	ELBERT	NAVSCSCOL ATHENS
BEN HILL	BRMEDCLINIC ALBANY	EMANUEL	NMCRC AUGUSTA
BERRIEN	BRMEDCLINIC ALBANY	EVANS	NROTCU SAVANNAH STATE
BIBB	NAS ATLANTA	FANNIN	NMCRC CHATTANOOGA TN
BLECKLEY	NAS ATLANTA	FAYETTE	NAS ATLANTA
BRANTLEY	SUBASE KINGS BAY	FLOYD	NAS ATLANTA
BROOKS	NROTCU FLORIDA A&M	FORSYTH	NAS ATLANTA
BRYAN	NROTCU SAVANNAH STATE	FRANKLIN	NAVSCSCOL ATHENS
BULLOCH	NROTCU SAVANNAH STATE	FULTON	NAS ATLANTA
BURKE	NMCRC AUGUSTA	GILMER	NMCRC CHATTANOOGA TN
BUTTS	NAS ATLANTA	GLASCOCK	NMCRC AUGUSTA
CALHOUN	BRMEDCLINIC ALBANY	GLYNN	SUBASE KINGS BAY
CAMDEN	SUBASE KINGS BAY	GORDON	NAS ATLANTA
CANDLER	NROTCU SAVANNAH STATE	GRADY	NROTCU FLORIDA A&M
CARROLL	NAS ATLANTA	GREENE	NAVSCSCOL ATHENS
CATOOSA	NMCRC CHATTANOOGA TN	GWINNETT	NAS ATLANTA
CHARLTON	SUBASE KINGS BAY	HABERSHAM	NAVSCSCOL ATHENS
CHATHAM	NROTCU SAVANNAH STATE	HALL	NAVSCSCOL ATHENS
CHATAHOOCHEE	NRC COLUMBUS	HANCOCK	NMCRC AUGUSTA
CHATOOGA	NAS ATLANTA	HARALSON	NAS ATLANTA
CHEROKEE	NAS ATLANTA	HARRIS	NRC COLUMBUS
CLARKE	NAVSCSCOL ATHENS	HART	NAVSCSCOL ATHENS
CLAY	BRMEDCLINIC ALBANY	HEARD	NAS ATLANTA
CLAYTON	NAS ATLANTA	HENRY	NAS ATLANTA
CLINCH	SUBASE KINGS BAY	HOUSTON	NAS ATLANTA
COBB	NAS ATLANTA	IRWIN	BRMEDCLINIC ALBANY
COFFEE	BRMEDCLINIC ALBANY	JACKSON	NAVSCSCOL ATHENS
COLQUITT	BRMEDCLINIC ALBANY	JASPER	NAS ATLANTA
COLUMBIA	NMCRC AUGUSTA	JEFF DAVIS	BRMEDCLINIC ALBANY
COOK	BRMEDCLINIC ALBANY	JEFFERSON	NMCRC AUGUSTA
COWETA	NAS ATLANTA	JENKINS	NMCRC AUGUSTA
CRAWFORD	NRC COLUMBUS	JOHNSON	NMCRC AUGUSTA
CRISP	BRMEDCLINIC ALBANY	JONES	NAS ATLANTA
DADE	NMCRC CHATTANOOGA TN	LAMAR	NAS ATLANTA
DAWSON	NAS ATLANTA	LANIER	NAS JACKSONVILLE FL
DECATUR	NROTCU FLORIDA A&M	LAURENS	NMCRC AUGUSTA
DE KALB	NAS ATLANTA	LEE	BRMEDCLINIC ALBANY

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AREAS OF RESPONSIBILITY FOR CACO

GEORGIA (CONT'D)

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
LIBERTY	NROTCU SAVANNAH STATE	SCREVEN	NMCRC AUGUSTA
LINCOLN	NMCRC AUGUSTA	SEMINOLE	NROTCU FLORIDA A&M
LONG	NROTCU SAVANNAH STATE	SPAULDING	NAS ATLANTA
LOWNDES	NROTCU FLORIDA A&M	STEPHENS	NAVSCSCOL ATHENS
LUMPKIN	NAS ATLANTA	STEWART	NRC COLUMBUS
MACON	NRC COLUMBUS	SUMTER	BRMEDCLINIC ALBANY
MADISON	NAVSCSCOL ATHENS	TALBOT	NRC COLUMBUS
MARION	NRC COLUMBUS	TALIAFERRO	NMCRC AUGUSTA
MCDUFFIE	NMCRC AUGUSTA	TATTNALL	NROTCU SAVANNAH STATE
MCINTOSH	SUBASE KINGS BAY	TAYLOR	NRC COLUMBUS
MERIWETHER	NAS ATLANTA	TELFAIR	BRMEDCLINIC ALBANY
MILLER	BRMEDCLINIC ALBANY	TERRELL	BRMEDCLINIC ALBANY
MITCHELL	BRMEDCLINIC ALBANY	THOMAS	NROTCU FLORIDA A&M
MONROE	NAS ATLANTA	TIFT	BRMEDCLINIC ALBANY
MONTGOMERY	NROTCU SAVANNAH STATE	TOOMBS	NROTCU SAVANNAH STATE
MORGAN	NAS ATLANTA	TOWNS	NAVSCSCOL ATHENS
MURRAY	NMCRC CHATTANOOGA TN	TREUTLEN	NMCRC AUGUSTA
MUSCOGEE	NRC COLUMBUS	TROUP	NAS ATLANTA
NEWTON	NAS ATLANTA	TURNER	BRMEDCLINIC ALBANY
OCONEE	NAVSCSCOL ATHENS	TWIGGS	NAS ATLANTA
OGLETHORPE	NAVSCSCOL ATHENS	UNION	NMCRC CHATTANOOGA TN
PAULING	NAS ATLANTA	UPSON	NAS ATLANTA
PEACH	NRC COLUMBUS	WALKER	NMCRC CHATTANOOGA TN
PICKENS	NAS ATLANTA	WALTON	NAS ATLANTA
PIERCE	SUBASE KINGS BAY	WARE	SUBASE KINGS BAY
PIKE	NAS ATLANTA	WARREN	NMCRC AUGUSTA
POLK	NAS ATLANTA	WASHINGTON	NMCRC AUGUSTA
PULASKI	BRMEDCLINIC ALBANY	WAYNE	SUBASE KINGS BAY
PUTNAM	NAS ATLANTA	WEBSTER	NRC COLUMBUS
QUITMAN	BRMEDCLINIC ALBANY	WHEELER	NROTCU SAVANNAH STATE
RABUN	NAVSCSCOL ATHENS	WHITE	NAVSCSCOL ATHENS
RANDOLPH	BRMEDCLINIC ALBANY	WHITFIELD	NMCRC CHATTANOOGA
RICHMOND	NMCRC AUGUSTA	WILCOX	BRMEDCLINIC ALBANY
ROCKDALE	NAS ATLANTA	WILKES	NMCRC AUGUSTA
ROSWELL	NAS ATLANTA	WILKINSON	NMCRC AUGUSTA
SCHLEY	NRC COLUMBUS	WORTH	BRMEDCLINIC ALBANY

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AREAS OF RESPONSIBILITY FOR CACO

KENTUCKY

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
ADAIR	NRC LEXINGTON	GALLATIN	NMCRC LOUISVILLE
ALLEN	NRC NASHVILLE	GARRARD	NRC LEXINGTON
ANDERSON	NRC LEXINGTON	GRANT	NMCRC LOUISVILLE
BALLARD ¹	NMCRC LOUISVILLE	GRAVES ¹	NMCRC LOUISVILLE
BARREN	NMCRC LOUISVILLE	GRAYSON	NMCRC LOUISVILLE
BATH	NRC LEXINGTON	GREEN	NMCRC LOUISVILLE
BELL	NMCRC KNOXVILLE TN	GREENUP	NRC HUNTINGTON WV
BOONE ³	NMCRC LOUISVILLE ¹	HANCOCK	NMCRC LOUISVILLE
BOURBON	NRC LEXINGTON	HARDIN	NMCRC LOUISVILLE
BOYD	NRC HUNTINGTON WV	HARLAN	NMCRC KNOXVILLE TN
BOYLE	NRC LEXINGTON	HARRISON	NRC LEXINGTON
BRACKEN	NRC LEXINGTON	HART	NMCRC LOUISVILLE
BREATHITT	NRC LEXINGTON	HENDERSON ²	NMCRC LOUISVILLE ²
BRECKINRIDGE	NMCRC LOUISVILLE	HENRY	NMCRC LOUISVILLE
BULLITT	NMCRC LOUISVILLE	HICKMAN ¹	NMCRC LOUISVILLE ¹
BUTLER	NMCRC LOUISVILLE	HOPKINS ²	NMCRC LOUISVILLE ²
CALDWELL ²	NMCRC LOUISVILLE ²	JACKSON	NRC LEXINGTON
CALLOWAY	NRC NASHVILLE TN	JEFFERSON	NMCRC LOUISVILLE
CAMPBELL	NRC LEXINGTON	JESSAMINE	NRC LEXINGTON
CARLISLE ¹	NMCRC LOUISVILLE ¹	JOHNSON	NRC HUNTINGTON WV
CARROLL	NMCRC LOUISVILLE	KENTON ³	NMCRC LOUISVILLE ¹
CARTER	NRC HUNTINGTON WV	KNOTT	NRC HUNTINGTON WV
CASEY	NRC LEXINGTON	KNOX	NMCRC KNOXVILLE TN
CHRISTIAN	NRC NASHVILLE	LARUE	NMCRC LOUISVILLE
CLARK	NRC LEXINGTON	LAUREL	NRC LEXINGTON
CLAY	NRC LEXINGTON	LAWRENCE	NRC HUNTINGTON WV
CLINTON	NMCRC KNOXVILLE TN	LEE	NRC LEXINGTON
CRITTENDEN ²	NMCRC LOUISVILLE ²	LESLIE	NRC LEXINGTON
CUMBERLAND	NRC NASHVILLE TN	LETCHER	NMCRC KNOXVILLE TN
DAVIESS ²	NMCRC LOUISVILLE ²	LEWIS	NRC HUNTINGTON WV
EDMONDSON	NMCRC LOUISVILLE	LINCOLN	NRC LEXINGTON
ELLIOT	NRC HUNTINGTON WV	LIVINGSTON ¹	NMCRC LOUISVILLE ¹
ESTILL	NRC LEXINGTON	LOGAN	NRC NASHVILLE TN
FAYETTE	NRC LEXINGTON	LYON ²	NMCRC LOUISVILLE ²
FLEMING	NRC LEXINGTON	MADISON	NRC LEXINGTON
FLOYD	NRC HUNTINGTON WV	MAGOFFIN	NRC HUNTINGTON WV
FRANKLIN	NRC LEXINGTON	MARION	NRC LEXINGTON
FULTON ¹	NMCRC LOUISVILLE ¹	MARSHALL ¹	NMCRC LOUISVILLE ¹

¹ CONTACT NAVRESFOR NEW ORLEANS LA AND REQUEST NRS CAPE GIRARDEAU BE ASSIGNED CACO DUTIES PRIOR TO ASSIGNING NMCRC LOUISVILLE.

² CONTACT COMSUBGRU TWO AND REQUEST NRC EVANSVILLE 812-479-6824/5 BE ASSIGNED CACO DUTIES PRIOR TO ASSIGNING NMCRC LOUISVILLE.

³ CONTACT NMCRC CINCINNATI 513-221-0138/51 (MOA) WITH NMCRC LOUISVILLE.

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AREAS OF RESPONSIBILITY FOR CACO

KENTUCKY (CONT'D)

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
MARTIN	NRC HUNTINGTON WV	POWELL	NRC LEXINGTON
MASON	NRC LEXINGTON	PULASKI	NRC LEXINGTON
MCCRACKEN ¹	NMCRC LOUISVILLE ¹	ROBERTSON	NRC LEXINGTON
MCCREARY	NMCRC KNOXVILLE TN	ROCKCASTLE	NRC LEXINGTON
MCLEAN ²	NMCRC LOUISVILLE ²	ROWAN	NRC HUNTINGTON WV
MEADE	NMCRC LOUISVILLE	RUSSELL	NRC LEXINGTON
MENIFEE	NRC LEXINGTON	SCOTT	NRC LEXINGTON
MERCER	NRC LEXINGTON	SHELBY	NMCRC LOUISVILLE
METCALFE	NMCRC LOUISVILLE	SIMPSON	NRC NASHVILLE TN
MONROE	NRC NASHVILLE TN	SPENCER	NMCRC LOUISVILLE
MONTGOMERY	NRC LEXINGTON	TAYLOR	NRC LEXINGTON
MORGAN	NRC HUNTINGTON WV	TODD	NRC NASHVILLE TN
MUHLENBERG ²	NMCRC LOUISVILLE ²	TRIGG	NRC NASHVILLE TN
NELSON	NMCRC LOUISVILLE	TRIMBLE	NMCRC LOUISVILLE
NICHOLAS	NRC LEXINGTON	UNION ²	NMCRC LOUISVILLE ²
OHIO	NMCRC LOUISVILLE	WARREN	NMCRC LOUISVILLE
OLDHAM	NMCRC LOUISVILLE	WASHINGTON	NRC LEXINGTON
OWEN	NMCRC LOUISVILLE	WAYNE	NMCRC KNOXVILLE TN
OWSLEY	NRC LEXINGTON	WEBSTER ²	NMCRC LOUISVILLE ²
PENDLETON	NRC LEXINGTON	WHITLEY	NMCRC KNOXVILLE TN
PERRY	NRC LEXINGTON	WOLFE	NRC LEXINGTON
PIKE	NRC HUNTINGTON WV	WOODFORD	NRC LEXINGTON

¹ CONTACT NAVRESFOR NEW ORLEANS, LA (504)678-1275 AND REQUEST NRC CAPE GIRARDEAU, MO BE ASSIGNED CACO DUTIES PRIOR TO ASSIGNING NMCRC LOUISVILLE

² CONTACT COMSUBGRU TWO AND REQUEST NRC EVANSVILLE, IN (812)479-6824/5 BE ASSIGNED CACO DUTIES PRIOR TO ASSIGNING NMCRC LOUISVILLE

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AREAS OF RESPONSIBILITY FOR CACO

MISSISSIPPI

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
ADAMS	CBC GULFPORT ¹	LEFLORE	NSA MID-SOUTH TN
ALCORN	NSA MID-SOUTH TN	LINCOLN	CBC GULFPORT
AMITE	CBC GULFPORT ¹	LOWNDES	NAS MERIDIAN
ATTALA	NAS MERIDIAN	MADISON	NAS MERIDIAN
BENTON	NSA MID-SOUTH TN	MARION	CBC GULFPORT
BOLIVAR	NSA MID-SOUTH TN	MARSHALL	NSA MID-SOUTH
CALHOUN	NROTCU UNIV OF MS	MONROE	NROTCU UNIV OF MS
CARROLL	NROTCU UNIV OF MS	MONTGOMERY	NROTCU UNIV OF MS
CHICKASAW	NROTCU UNIV OF MS	NESHOBA	NAS MERIDIAN
CHOCTAW	NAS MERIDIAN	NEWTON	NAS MERIDIAN
CLAIRBORNE	NAS MERIDIAN	NOXUBEE	NAS MERIDIAN
CLARKE	NAS MERIDIAN	OKTIBBEHA	NAS MERIDIAN
CLAY	NROTCU UNIV OF MS	PANOLA	NSA MID-SOUTH TN
COAHOMA	NSA MID-SOUTH TN	PEARL RIVER	CBC GULFPORT
COPIAH	NAS MERIDIAN	PERRY	CBC GULFPORT
COVINGTON	CBC GULFPORT	PIKE	CBC GULFPORT ¹
DE SOTO	NSA MID-SOUTH TN	PONTOTOC	NROTCU UNIV OF MS
FORREST	CBC GULFPORT	PRENTISS	NROTCU UNIV OF MS
FRANKLIN	CBC GULFPORT ¹	QUITMAN	NSA MID-SOUTH TN
GEORGE	NAVSTA PASCAGOULA	RANKIN	NAS MERIDIAN
GREENE	NAVSTA PASCAGOULA	SCOTT	NAS MERIDIAN
GRENADA	NROTCU UNIV OF MS	SHARKEY	NAS MERIDIAN
HANCOCK	CBC GULFPORT	SIMPSON	NAS MERIDIAN
HARRISON	CBC GULFPORT	SMITH	NAS MERIDIAN
HINDS	NAS MERIDIAN	STONE	CBC GULFPORT
HOLMES	NAS MERIDIAN	SUNFLOWER	NSA MID-SOUTH TN
HUMPHREYS	NAS MERIDIAN	TALLAHATCHIE	NSA MID-SOUTH TN
ISSAQUENA	NROTCU UNIV OF MS	TATE	NSA MID-SOUTH TN
ITAWAMBA	NROTCU UNIV OF MS	TIPPAH	NSA MID-SOUTH TN
JACKSON	NAVSTA PASCAGOULA	TISHOMINGO	NROTCU UNIV OF MS
JASPER	NAS MERIDIAN	TUNICA	NSA MID-SOUTH TN
JEFFERSON	NAS MERIDIAN	UNION	NROTCU UNIV OF MS
JEFFERSON DAVIS	CBC GULFPORT	WALTHALL	CBC GULFPORT
JONES	NAS MERIDIAN	WARREN	NAS MERIDIAN
KEMPER	NAS MERIDIAN	WASHINGTON	NSA MID-SOUTH TN
LAFAYETTE	NROTCU UNIV OF MS	WAYNE	NAS MERIDIAN
LAMAR	CBC GULFPORT	WEBSTER	NROTCU UNIV OF MS
LAUDERDALE	NAS MERIDIAN	WILKINSON	CBC GULFPORT ¹
LAWRENCE	CBC GULFPORT	WINSTON	NAS MERIDIAN
LEAKE	NAS MERIDIAN	YALOBUSHA	NROTCU UNIV OF MS
LEE	NROTCU UNIV OF MS	YAZOO	NAS MERIDIAN

¹ CONTACT NAVRESFOR NEW ORLEANS, LA REG COORD FOR SUPPORT (NO MEMORANDUM OF UNDERSTANDING) (504) 678-1275

24 MAR 2005

AREAS OF RESPONSIBILITY FOR CACO

NORTH CAROLINA

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
ALAMANCE	NMCRC GREENSBORO	HYDE	NAVHOSP CHERRY POINT
ALEXANDER	NMCRC GREENSBORO	IREDELL	NMCRC GREENSBORO
ALLEGHANY	NMCRC GREENSBORO	JACKSON	NRC ASHEVILLE
ANSON	NMCRC CHARLOTTE	JOHNSTON	NMCRC RALEIGH
ASHE	NMCRC GREENSBORO	JONES	NAVHOSP CAMP LEJEUNE
AVERY	NRC ASHEVILLE	LEE	NROTCU NC PIEDMONT REGION
BEAUFORT	NAVHOSP CHERRY POINT	LENOIR	NAVHOSP CAMP LEJEUNE
BERTIE	NMCRC RALEIGH	LINCOLN	NMCRC CHARLOTTE
BLADEN	NRC WILMINGTON	MCDOWELL	NRC ASHEVILLE
BRUNSWICK	NRC WILMINGTON	MACON	NRC ASHEVILLE
BUNCOMBE	NRC ASHEVILLE	MADISON	NRC ASHEVILLE
BURKE	NRC ASHEVILLE	MARTIN	NMCRC RALEIGH
CABARRUS	NMCRC CHARLOTTE	MECKLENBURG	NMCRC CHARLOTTE
CALDWELL	NRC ASHEVILLE	MITCHELL	NRC ASHEVILLE
CAMDEN	COMNAVBASE NORFOLK VA	MONTGOMERY	NMCRC CHARLOTTE
CARTERET	NAVHOSP CHERRY POINT	MOORE	NMCRC GREENSBORO
CASWELL	NMCRC GREENSBORO	NASH	NMCRC RALEIGH
CATAWBA	NMCRC CHARLOTTE	NEW HANOVER	NRC WILMINGTON
CHATHAM	NROTCU NC PIEDMONT REGION	NORTHAMPTON	NMCRC RALEIGH
CHEROKEE	NRC ASHEVILLE	ONslow	NAVHOSP CAMP LEJEUNE
CHOWAN	COMNAVBASE NORFOLK VA	ORANGE	NROTCU NC PIEDMONT REGION
CLAY	NRC ASHEVILLE	PAMLICO	NAVHOSP CHERRY POINT
CLEVELAND	NMCRC CHARLOTTE	PASQUOTANK	COMNAVBASE NORFOLK VA
COLUMBUS	NRC WILMINGTON	PENDER	NRC WILMINGTON
CRAVEN	NAVHOSP CHERRY POINT	PERQUIMANS	COMNAVBASE NORFOLK VA
CUMBERLAND	NMCRC RALEIGH	PERSON	NROTCU NC PIEDMONT REGION
CURRITUCK	COMNAVBASE NORFOLK VA	PITT	NAVHOSP CHERRY POINT
DARE	COMNAVBASE NORFOLK VA	POLK	NRC ASHEVILLE
DAVIDSON	NMCRC GREENSBORO	RANDOLPH	NMCRC GREENSBORO
DAVIE	NMCRC GREENSBORO	RICHMOND	NMCRC CHARLOTTE
DUPLIN	NAVHOSP CAMP LEJEUNE	ROBESON	NRC WILMINGTON
DURHAM	NROTCU NC PIEDMONT REGION	ROCKINGHAM	NMCRC GREENSBORO
EDGEcombe	NMCRC RALEIGH	ROWAN	NMCRC CHARLOTTE
FORSYTH	NMCRC GREENSBORO	RUTHERFORD	NRC ASHEVILLE
FRANKLIN	NROTCU NC PIEDMONT REGION	SAMPSON	NMCRC RALEIGH
GASTON	NMCRC CHARLOTTE	SCOTLAND	NMCRC CHARLOTTE
GATES	COMNAVBASE NORFOLK VA	STANLY	NMCRC CHARLOTTE
GRAHAM	NRC ASHEVILLE	STOKES	NMCRC GREENSBORO
GRANVILLE	NROTCU NC PIEDMONT REGION	SURRY	NMCRC GREENSBORO
GREENE	NMCRC RALEIGH	SWAIN	NRC ASHEVILLE
GUILFORD	NMCRC GREENSBORO	TRANSYLVANIA	NRC ASHEVILLE
HALIFAX	NMCRC RALEIGH	TYRELL	COMNAVBASE NORFOLK VA
HARNETT	NMCRC RALEIGH	UNION	NMCRC CHARLOTTE
HAYWOOD	NRC ASHEVILLE	VANCE	NROTCU NC PIEDMONT REGION
HENDERSON	NRC ASHEVILLE	WAKE	NMCRC RALEIGH
HERTFORD	NMCRC RALEIGH	WARREN	NROTCU NC PIEDMONT REGION
HOKE	NMCRC RALEIGH	WASHINGTON	COMNAVBASE NORFOLK VA

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AREAS OF RESPONSIBILITY FOR CACO

NORTH CAROLINA (CONT'D)

<u>COUNTY</u>	<u>COG ACTIVITY</u>
WATAUGA	NRC ASHEVILLE
WAYNE	NMCRC RALEIGH
WILKES	NMCRC GREENSBORO
WILSON	NMCRC RALEIGH
YADKIN	NMCRC GREENSBORO
YANCEY	NRC ASHEVILLE

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AREAS OF RESPONSIBILITY FOR CACO

SOUTH CAROLINA

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
ABBEVILLE	NMCRC GREENVILLE	GREENWOOD	NMCRC GREENVILLE
AIKEN	NMCRC AUGUSTA GA	HAMPTON	NAVHOSP BEAUFORT
ALLENDALE	NMCRC AUGUSTA GA	HORRY	NRC WILMINGTON NC
ANDERSON	NMCRC GREENVILLE	JASPER	NAVHOSP BEAUFORT
BAMBERG	NAVHOSP CHARLESTON	KERSHAW	NRC COLUMBIA
BARNWELL	NMCRC AUGUSTA GA	LANCASTER	NMCRC CHARLOTTE NC
BEAUFORT	NAVHOSP BEAUFORT	LAURENS	NMCRC GREENVILLE
BERKELEY	WPNSTA CHARLESTON	LEE	NROTCU UNIV OF SC
CALHOUN	NRC COLUMBIA	LEXINGTON	NRC COLUMBIA
CHARLESTON	NAVHOSP CHARLESTON	MARION	NRC WILMINGTON NC
CHEROKEE	NMCRC GREENVILLE	MARLBORO	NMCRC CHARLOTTE NC
CHESTER	NMCRC CHARLOTTE NC	MCCORMICK	NMCRC AUGUSTA GA
CHESTERFIELD	NRC COLUMBIA	NEWBERRY	NRC COLUMBIA
CLARENDON	WPNSTA CHARLESTON	OCONEE	NMCRC GREENVILLE
COLLETON	NAVHOSP CHARLESTON	ORANGEBURG	NAVHOSP CHARLESTON
DARLINGTON	NRC COLUMBIA	PICKENS	NMCRC GREENVILLE
DILLON	NRC WILMINGTON NC	RICHLAND	NRC COLUMBIA
DORCHESTER	NAVHOSP CHARLESTON	SALUDA	NRC COLUMBIA
EDGEFIELD	NMCRC AUGUSTA GA	SPARTANBURG	NMCRC GREENVILLE
FAIRFIELD	NRC COLUMBIA	SUMTER	NROTCU UNIV OF SC
FLORENCE	NRC COLUMBIA	UNION	NMCRC GREENVILLE
GEORGETOWN	WPNSTA CHARLESTON	WILLIAMSBURG	WPNSTA CHARLESTON
GREENVILLE	NMCRC GREENVILLE	YORK	NMCRC CHARLOTTE NC

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AREAS OF RESPONSIBILITY FOR CACO

TENNESSEE

<u>COUNTY</u>	<u>COG ACTIVITY</u>	<u>COUNTY</u>	<u>COG ACTIVITY</u>
ANDERSON	NMCRC KNOXVILLE	LAUDERDALE	NSA MID-SOUTH
BEDFORD	NRC NASHVILLE	LAWRENCE	NRC NASHVILLE
BENTON	NRC NASHVILLE	LEWIS	NRC NASHVILLE
BLEDSE	NMCRC CHATTANOOGA	LINCOLN	NRC NASHVILLE
BLOUNT	NMCRC KNOXVILLE	LOUDON	NMCRC KNOXVILLE
BRADLEY	NMCRC CHATTANOOGA	MACON	NRC NASHVILLE
CAMPBELL	NMCRC KNOXVILLE	MADISON	NSA MID-SOUTH
CANNON	NRC NASHVILLE	MARION	NMCRC CHATTANOOGA
CARROLL	NSA MID-SOUTH	MARSHALL	NRC NASHVILLE
CARTER	NMCRC KNOXVILLE	MAURY	NRC NASHVILLE
CHEATHAM	NRC NASHVILLE	MCMINN	NMCRC CHATTANOOGA
CHESTER	NSA MID-SOUTH	MCNAIRY	NSA MID-SOUTH
CLAIBORNE	NMCRC KNOXVILLE	MEIGS	NMCRC CHATTANOOGA
CLAY	NRC NASHVILLE	MONROE	NMCRC KNOXVILLE
COCKE	NMCRC KNOXVILLE	MONTGOMERY	NRC NASHVILLE
COFFEE	NRC NASHVILLE	MOORE	NRC NASHVILLE
CROCKETT	NSA MID-SOUTH	MORGAN	NMCRC KNOXVILLE
CUMBERLAND	NMCRC KNOXVILLE	OBION	NSA MID-SOUTH
DAVIDSON	NRC NASHVILLE	OVERTON	NMCRC KNOXVILLE
DECATUR	NRC NASHVILLE	PERRY	NRC NASHVILLE
DEKALB	NRC NASHVILLE	PICKETT	NMCRC KNOXVILLE
DICKSON	NRC NASHVILLE	POLK	NMCRC CHATTANOOGA
DYER	NSA MID-SOUTH	PUTNAM	NRC NASHVILLE
FAYETTE	NSA MID-SOUTH	RHEA	NMCRC CHATTANOOGA
FENTRESS	NMCRC KNOXVILLE	ROANE	NMCRC KNOXVILLE
FRANKLIN	NMCRC CHATTANOOGA	ROBERTSON	NRC NASHVILLE
GIBSON	NSA MID-SOUTH	RUTHERFORD	NRC NASHVILLE
GILES	NRC NASHVILLE	SCOTT	NMCRC KNOXVILLE
GRAINGER	NMCRC KNOXVILLE	SEQUATCHIE	NMCRC CHATTANOOGA
GREENE	NMCRC KNOXVILLE NC	SEVIER	NMCRC KNOXVILLE
GRUNDY	NMCRC CHATTANOOGA	SHELBY	NSA MID-SOUTH
HAMLEN	NMCRC KNOXVILLE	SMITH	NRC NASHVILLE
HAMILTON	NMCRC CHATTANOOGA	STEWART	NRC NASHVILLE
HANCOCK	NMCRC KNOXVILLE	SULLIVAN	NMCRC KNOXVILLE
HARDEMAN	NSA MID-SOUTH	SUMNER	NRC NASHVILLE
HARDIN	NRC NASHVILLE	TIPTON	NSA MID-SOUTH
HAWKINS	NMCRC KNOXVILLE	TROUSDALE	NRC NASHVILLE
HAYWOOD	NSA MID-SOUTH	UNICOI	NMCRC KNOXVILLE
HENDERSON	NSA MID-SOUTH	UNION	NMCRC KNOXVILLE
HENRY	NRC NASHVILLE	VAN BUREN	NMCRC CHATTANOOGA
HICKMAN	NRC NASHVILLE	WARREN	NMCRC CHATTANOOGA
HOUSTON	NRC NASHVILLE	WASHINGTON	NMCRC KNOXVILLE
HUMPHRIES	NRC NASHVILLE	WAYNE	NRC NASHVILLE
JACKSON	NRC NASHVILLE	WEAKLEY	NSA MID-SOUTH
JEFFERSON	NMCRC KNOXVILLE	WHITE	NMCRC KNOXVILLE
JOHNSON	NMCRC KNOXVILLE	WILLIAMSON	NRC NASHVILLE
KNOX	NMCRC KNOXVILLE	WILSON	NRC NASHVILLE
LAKE	NSA MID-SOUTH		

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AREAS OF RESPONSIBILITY FOR CACO

<u>COUNTRY/TERRITORY</u>	<u>COG ACTIVITY</u>
CUBA	NAVSTA GUANTANAMO BAY
PUERTO RICO	NAVACT ROOSEVELT ROADS NRC ROOSEVELT ROADS

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CACP INFORMATION REPORT
(SAMPLE FORMAT)
(COMMAND LETTERHEAD)

1770
Ser:
Date

From: Commanding Officer, _____
To: Commander, Navy Region Southeast (Attn: N02NP03)
Subj: CASUALTY ASSISTANCE CALLS PROGRAM INFORMATION REPORT
Ref: (a) CNRSEINST 1770.3

1. In accordance with reference (a), the following information is submitted:

Commanding Officer:
Rank and Full Name:
PRD:
Office phone number:
Home phone number:
Cell phone number:
E-Mail Address:

Casualty Assistance Calls Officer (CACO) Coordinator:
Rank and Full Name:
PRD:
Work phone number:
Home phone number:
Cell phone number:
Facsimile (FAX) machine phone number:
E-Mail Address:

Alternate CACO Coordinator:
Rank and Full Name:
PRD:
Work phone number:
Home phone number:
Cell phone number:
Facsimile (FAX) machine phone number:
E-Mail Address:

2. Manning. (NAVHOSPs may omit Medical Corps and Nurse Corps.)
 BA COB
Officers (0-1 through 0-6)
E-7, E-8, E-9
E-1 through E-6

Encl (2)

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Subj: CASUALTY ASSISTANCE CALLS PROGRAM INFORMATION REPORT

3. The Duty Phone Number of this command is: (Commercial):
_____, (DSN) _____.

4. The Plain Language Address (PLA) used for sending messages to
this command is: _____.

5. This command has _____ Catholic chaplain(s); _____ Protestant
chaplain(s); _____ Jewish chaplain(s); _____ Muslim chaplain,
_____ Buddhist chaplain, _____ (other) chaplain or has no active
duty chaplain assigned.

NOTE: If there are no active duty chaplains assigned to the
command, locate the nearest reserve chaplain(s) available and
request they assist, when needed. Include their complete
rank/rate(s), full name(s), mailing address(es), religious
affiliation(s), SSN(s) and PEBD(s) here, along with a statement
that the chaplain(s) has/have been contacted and agree(s) to
assist on an as needed basis.

(Commanding Officer's Signature)

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CASUALTY ASSISTANCE CALLS OFFICER
NOTIFICATION CHECK LIST

(Uniform: Summer White or Service Dress Blue)

Report of Death (If at your Command)

_____ Obtain a copy of the Personnel Casualty Report Message (can be a rough draft) and fax to CNRSE Regional CACO Program Manager at (904) 542-0422.

(Highest Priority: The PCR message must be sent within four hours, either by email, fax, or immediate msg.)

_____ Obtain a copy of Page two and SGLI from Command and fax to CNRSE Regional CACO Program Manager at (904) 542-0422.

Notification of Next of Kin

_____ Notify and arrange for Chaplain to accompany you on the Notification visit. If your command does not have a Chaplain assigned, you can call the CNRSE Regional Chaplain at (904) 542-6016. If there's no chaplain available arrange for another E-7 or above to accompany you.

_____ Prepare Uniform: (Summer: Summer Whites)
(Winter: Service Dress Blues)

_____ Notification will be made between the hours of 0600-2400, unless one of the following circumstances occur.

1. Death occurred in theater during war.
2. High media interest.
3. Member was hospitalized and listed as serious/very serious ill or injured immediately preceding death.
4. Directed by NAVPERSCOM, CNRSE or higher authority

_____ Identify and make contact with NOK immediately. Remember to use the following statement when making notification:

"On behalf of the Secretary of the Navy, I am sorry to inform you that your (relation) died today of (list circumstances as known) (information can be read from Item Delta on the Personnel Casualty Report)"

_____ Inform NOK of current location of remains.

Encl(3)

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_____ Inform the NOK that a letter of condolences is forthcoming within 48 hours from Commanding Officer.

_____ Inquire as to any immediate needs of NOK (i.e. food or emergency financial needs, you may obtain assistance from Navy Relief at the following locations)

NMCRS Jacksonville (904) 542-3515/3191
Navy-Marine Corps Relief Society
Naval Air Station Jacksonville
Building 13
Jacksonville, FL 32212-0048

NMCRS Pascagoula (228) 761-2263
Navy-Marine Corps Relief Society
Naval Station Pascagoula
Building 60
Pascagoula, MS 39567-5000

NMCRS Pensacola (850) 455-8574
Navy-Marine Corps Relief Society
Naval Air Station Pensacola
153 Ellyson Avenue, Suite B
Pensacola, FL 32508-5244

NMCRS Gulfport (228) 871-2610
Navy-Marine Corps Relief Society
Naval Station Gulfport
Building 30, Suite 103
5301 CBC Snead St.
Gulfport, MS 39501-5000

NMCRS Key West (305) 293-2169
Navy-Marine Corps Relief Society
Naval Air Station Key West
Building A-711
Key West, FL 33040-5000

NMCRS Kings Bay (912) 573-3928
Navy-Marine Corps Relief Society
Naval Submarine Base Kings Bay
Building 1039
Kings Bay, GA 31547

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NMCRS Mayport Navy-Marine Corps Relief Society Naval Station Mayport 1234 Baltimore St. Mayport, FL 32228-0026	(904) 270-5418
NMCRS Whiting Field Navy-Marine Corps Relief Society Naval Air Station Whiting Field 7550 USS Essex St, Suite 200 Milton, FL 32570-6155	(850) 623-7177
NMCRS Panama City Navy-Marine Corps Relief Society Building 386 Panama City, FL 32407-7001	(850) 234-4106/5190
NMCRS Meridian Navy-Marine Corps Relief Society Naval Air Station Meridian Building 266, Suite 108 Meridian, MS 39309-5003	(601) 679-2504
NMCRS Millington Navy-Marine Corps Relief Society Naval Support Activity Millington Building S-456 5722 Integrity Drive Millington, TN 38054-5045	(901) 874-7350/1/2
NMCRS Atlanta Navy-Marine Corps Relief Society Naval Air Station Atlanta Building 201 1000 Halsey Ave Marietta, GA 30060-5099	(678) 655-6623
NMCRS Athens Navy-Marine Corps Relief Society Naval Supply Corps School 1425 Prince Avenue Athens, GA 30606-2205	(706) 354-7305

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NMCRS Beaufort Navy-Marine Corps Relief Society Marine Corps Air Station Beaufort Building 703 Beaufort, SC 29904-5001	(843) 522-1161
NMCRS Albany Navy-Marine Corps Relief Society Building 3600 814 Radford Blvd, Suite 20345	(229) 439-2297
NMCRS New River Navy-Marine Corps Relief Society Marine Corps Air Station New River Building AS-232 Jacksonville, NC 28540-0327	(910) 449-6431
NMCRS Camp Lejeune Navy-Marine Corps Relief Society 14 McHugh Blvd Camp Lejeune, NC 28547-2519	(910) 451-5584
NMCRS Parris Island Navy-Marine Corps Relief Society Marine Corps Recruit Depot Parris Island Building 286 Parris Island, SC 29905-0058	(843) 228-3512
NMCRS Charleston Navy-Marine Corps Relief Society Naval Weapons Station Charleston 1004 Jefferson Avenue Ext, Bldg 717 Goose Creek, SC 29445-6511	(843) 764-7662/4175
NMCRS Cherry Point Navy-Marine Corps Relief Society Marine Corps Air Station Cherry Point Building 232 Havelock, NC 28532-4025	(252) 466-2031

_____ Obtain the following information:

1. NOK complete name
2. NOK social security number (If primary NOK the SSN will be needed for the Death Gratuity Check)
3. Verify address and phone numbers for NOK

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- _____ Arrange for visit with PNOK the following day to make funeral arrangements before leaving. Be sure to leave the CACO Calling Card with your phone numbers (home, office, and cell phone).
- _____ Before leaving NOK insure that they are not alone (arrange for someone to be with them. Could be family, friends, OMBUDSMAN, pastor, minister, or neighbor)
- _____ Report time and date of notification to the CNRSE Regional CACO Program Manager or the CNRSE Regional Operations Center (ROC) if after working hours and on weekends/holidays.

CNRSE Regional CACO: (904) 542-4008/9807/1536/6357

After 2000 call CNRSE Regional Operations Center at the following numbers: 904) 542-3118/4809/0490

- _____ Report by phone the time and date of notification to the Commanding Officer of the deceased service member.

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**CASUALTY ASSISTANCE CALL OFFICER
FUNERAL ARRANGEMENT VISIT CHECK LIST**

(Uniform: Service Khaki)

- _____ Deliver Death Gratuity Check (\$12K plus cost of living adjustment - non taxable.) Be sure to have NOK sign DD 397 (N/A for TDRL at this time, it will be paid by VA later)
- _____ Fax signed copy of DD 397 to CNRSE at (904) 542-0422 and BUPERS (PERS 621) at (901) 874-6654.
- _____ Encourage PNOK to allow the Navy to provide primary care and transportation of the remains and obtain a signed Statement of Disposition of Remains form. Emphasize that it is financially advantageous for the PNOK if the Navy does the preparation, dressing, and casketing of the remains.
- _____ Fax a copy of Statement of Disposition of remains to CNRSE at (904) 542-0422 and Military Medical Support Office (MMSO) at (847) 688-3964.
- _____ Have PNOK sign DD 1375 for each funeral home and fax to CNRSE and MMSO.
- _____ Inform family of Navy escort of remains (Provided by Casualty's Command). (Arrangements for travel for the escort & remains will funded by the MMSO office at Great Lakes (1-888-647-6676, Ext 6629/6676)).
- _____ Relay PNOK decision and name, address, telephone number of local receiving funeral home to MMSO at Great Lakes (1-888-647-6676, Ext 6629/6676).
- _____ Determine receiving funeral home of PNOK's choice.
- _____ Determine PNOK's choice regarding private or government cemetery.
- _____ Inform PNOK of eligibility and availability of funeral honors. Make arrangement through CNRSE Regional CACO at (904) 542-4008.

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- _____ Advise PNOK not to schedule firm funeral date until arrival of remains at receiving funeral home.

- _____ Discuss funeral travel allowance(N/A for TDRL). Eligible relatives include: Spouse; children under age 21, under 23 if a student or handicap child regardless of age if incapable of self-support due to mental or physical impairments and dependent on the deceased member for over 1/2 of their support; and parents of the deceased. Entitlements include roundtrip transportation and per diem. Per diem is payable for the time necessary to travel to the location concerned, plus maximum of two days at that location, plus time necessary for return travel. If travel is under 50 miles, only one day per diem will be paid by BUPERS. Call Pers-621 Case Manager for Invitational Travel Orders (ITO's) for travel. After obtaining ITO's make travel arrangements through your local SATO Office.

- _____ Advise NOK that survivor benefit applications will be forthcoming within the next 10 working days and that you will call and arrange an appointment with them to complete applications.

- _____ Advise Spouse that Navy quarters or basic allowance for housing will be available for: (N/A for TDRL)
 - 6 Months for Death
 - 12 Months for POW/MIA Status

- _____ Advise NOK of your planned attendance at funeral.

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CASUALTY ASSISTANCE CALLS OFFICER
BENEFITS VISIT CHECK LIST

(Uniform: Service Khaki)

COMNAVPERSCOM 621 confirms various entitlements from the service member's record and will forward this to the CACO within 10 working days from date of receipt of the Personnel Casualty Report.

_____ COMNAVPERSCOM will FED-EX Benefits Package to the CACO. The CACO will contact CNRSE's Regional Coordinator and inform that Benefits Package has been received. CACO will then brief NOK on how to complete applications for benefits.

_____ Applicable entitlements for NOK may be:

- ☐ Death Gratuity
- ☐ Unpaid Compensation (Unpaid Pay & Allowances)
- ☐ Quarters/Housing entitlement (spouse or children)
- ☐ Survivor Benefit Plan Annuity
- ☐ Medical/Dental at the active duty rate for 36 months
- ☐ Dependent and Household goods relocation (within one year)
- ☐ Uniformed Services Identification and privilege card (DD 1173) (Spouse until they remarry/children up to age 23 if enrolled in an accredited university)
- ☐ Thrift Savings Plan refund
- ☐ Savings Bonds
- ☐ Servicemen's Group Life Insurance (Submit claim to OSGLI)
- ☐ Family SGLI Coverage (military spouse)
- ☐ Dependency and Indemnity Compensation (submit to Veteran's Administration)
- ☐ Government Headstone or Marker (application not required if burial is in national cemetery)
- ☐ Gold Star Lapel Pin and certificate
- ☐ G.I. Bill/VEAP refund
- ☐ VA educational assistance
- ☐ Presidential Memorial Certificate
- ☐ Social Security Death Benefit
- ☐ Social Security Survivor Benefits (Call 1-866-777-7887)

_____ Have NOK sign Privacy Act authorization. Attach to all claims.

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- _____ Attach DD-1300 to all claims filed.
- _____ Make copies of all claims submitted. Retain one copy and provide NOK with a copy. Fax a copy to CNRSE Regional CACO at (904) 542-0422.
- _____ Monitor progress on survivor benefit entitlements until NOK receipt.
- _____ Submit initial NAVPERS 1770/7 to CNRSE within 30 days of the casualty.
- _____ Submit Interim NAVPERS 1770/7 to CNRSE within 60 days of the casualty.
- _____ Submit final NAVPERS 1770/7 to CNRSE when all benefits have been received.
- _____ File DD 1164 for reimbursement of CACO expenses. (i.e. mileage, tolls) Fax DD 1164 to CNRSE Regional CACO at (904) 542-0422.

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CASUALTY ASSISTANCE CALLS OFFICER DATA COLLECTION

CACO completing this form: _____

Command: _____

Telephone number (COMM/DSN): _____

Period covered by this report: _____ to _____

CASE FILE NAME (rate, first name, last name):
_____TYPE OF CASE: DEATH ☐ VSI ☐ COURTESY ☐

DATE CASE OPENED (YYYYMMDD): _____

DATE CASE CLOSED (YYYYMMDD): _____

NEXT OF KIN PNOK ☐
SERVICED:SNOK ☐SNOK ☐

----- CACO -----
1. Number of hours spent on case (round up to nearest hour).
Include all individuals who are working on case.

Administrative work: _____

With NOK: _____

2. Number of miles driven (include both GOV and POV): _____

Encl (4)